

Minimum Qualification Specifications
for the Class:

RESEARCH AND STATISTICS OFFICER
(RESEARCH & STATISTICS OFFICER)

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree, which included three (3) semester credit hours in statistics.

Excess work experience as described under the Specialized Experience below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree, which included three (3) semester credit hours in statistics, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Except for the substitutions provided for below, applicants must have had progressively responsible experience of the kind and quality described below or any equivalent combination of training and experience:

Specialized Experience: Three and one-half (3-1/2) years of professional work experience conducting research and/or statistical studies which involved planning and designing surveys; modifying and applying research and statistical methods and techniques to the collection and analysis of data; and preparing summaries or reports with data presented in graphic, narrative or numerical form.

At least one year of the required three and one-half (3-1/2) years of Specialized Experience must be comparable to the Research Statistician IV level in the State.

Supervisory Experience: Two (2) years of work experience in the field of research and statistical analysis which involved supervising others in conducting research projects. Such experience must have involved: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience: Without other indication of professional statistical experience, work in the processing of numerical or quantified information by other than statistical methods is not considered appropriate qualifying experience. Examples of such non-qualifying work include statistical clerical work; statistical drafting; work requiring the calculation of totals, averages, percentages or other arithmetic summations; work involving the preparation of simple tables or charts; work requiring the verification of data by simple comparison or proofreading.

Substitutions Allowed

1. Successful completion of one (1) year of graduate study (30 semester hours or 45 quarter hours) at an accredited college or university, which included at least one graduate course in research methods and techniques or in advanced statistics, may be substituted for one (1) year of the Specialized Experience.
2. Successful completion of all requirements for the Ph.D. degree in statistics, including the dissertation, may be substituted for two and one-half (2-1/2) years of the Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the class RESEARCH AND STATISTICS OFFICER which was approved on August 4, 1982.

DATE APPROVED: 6/4/2012



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